

APPLICATION FOR INTERNAL REVIEW OF A DECISION

BACKGROUND

Section 209 of the *Education (Queensland College of Teachers) Act 2006* states that a person or entity who is given, or is entitled to be given, an information notice for a decision (an original decision) by the College and who is dissatisfied with the decision may appeal against the decision. Schedule 1 of the Act identifies the decisions for which an information notice must be given under the Act.

The appeal must be, in the first instance, by way of an application for internal review under section 210. This section states that:

- the application must be made within 28 days after the day the person or entity is given an information notice about the decision, or the day the person or entity otherwise becomes aware of the decision;
- the College may, at any time, extend the time for applying for the review;
- the application for review must be in the approved form and state fully the grounds of the application.

The application for review will initially be considered by a review committee established by the College. The review committee must give the applicant a reasonable opportunity to make oral or written submissions to the committee. The College must give the applicant notice of the review decision within 45 days after the application is made or the College will be taken to have made a review decision confirming the original decision.

As soon as practicable after an application for review is received, the applicant will be advised of the proposed date of the review and the date by which any further written submissions must be received.

APPLICATION

Full Name of Applicant (person or entity applying for review)

If entity, full name of representative

QCT Identification Number (if applicable)

POSTAL ADDRESS

Street / P.O.

City

State

Postcode

Country

CONTACT NUMBERS

Home Telephone

Work Telephone

Mobile

Fax

Email

